



SERVICES SETA

WORKPLACE SKILLS PLAN (WSP) 1 April 2010 - 31 March 2011 And ANNUAL TRAINING REPORT (ATR) 1 April 2009 - 31 March 2010

Name of Organisation:										
Trading as:										
Skills Development Levy Number (SDL):	L									
Skills Development Levy Numbers (SDL) to be linked to main member (if applicable):										
Date of submission:										

Important Note:

This Grant application form is to be used in conjunction with the guidelines And on completion returned to the Services SETA (refer to guidelines for details).

Due Date
No later than
16h00 on
11 June 2010 – 1st
period Submission

30 June 2010 – Final
Submission
No extensions will
be granted.

For office use

Date stamp

Tracked by:.....

Date:.....

Captured by:.....

Date:.....

SSETA Regional Offices will be open between 28 - 30 June 2010 until 16h00.
No documents will be accepted after 30 June 2010

"Taking skills development beyond 2010"

TABLE OF CONTENTS:

Section A: Guidelines	3-4
Section B: Services SETA Contact Details	5
Section C: Checklist for SDF and Seta	6
Section 1: Administrative Details	
1.1 SDF Details	7
1.2 Company Details	7
1.3 Company Contact Person (Other than SDF)	8
1.4 Banking Details	8
Section 2: Employment Summary	
2.1 Current Employment Profile	9
2.2 Provincial Profile	10
2.3 Training Committee (Skills Development Committee)	10
Section 3: WORKPLACE SKILLS PLAN	
3.1 Scarce and Critical Skills Identification	11
3.2 (A1) Skills Development Priorities	12
3.2 (A2) Training Plan – Permanently Employed	13
3.2 (A3) Training Plan – Non-Permanent Employees/Temps	14
3.2 (B1) Planned Training – Permanently Employed	15
3.2 (B2) Planned Training – Non-Permanent Employees/Temps	16
3.3 Planned ABET Training	17
Section 4: Annual Training Report (ATR)	
4.1 (A1) Annual Training Report - Permanently Employed	18
4.1 (A2) Annual Training Report - Non-Permanent Employees/Temps	19
4.2 (A1) Number of beneficiaries who completed the training interventions - Permanent	20
4.2 (A2) Number of beneficiaries who completed the training interventions Non Permanent / Temporary	21
4.3 Total number of beneficiaries who have completed ABET Programmes	22
Section 5: General Comments	
5.1 COMMENTS	22
Section 6: Authorization	
6.1 Development and Consultative Process	23
6.2 Declaration by Employer	23
6.3 Training Plan confirmation	24
6.4 Declaration, Signatories and Authorisation	24
Supporting Documentation:	
Addendum A	25
Addendum B1 & B2	26 – 29
Addendum C	31

The following sections need to be completed:

Sections to be completed:	
Section 1	WSP
Section 2	WSP
Section 3	WSP
Section 4	WSP and ATR
Section 5	Comments
Section 6	WSP and ATR

SECTION A: GUIDELINES

Section 1: SDF, Company & Banking Details

All details in this section must be completed, signed and banking details must be accompanied by a cancelled cheque. This section must be hand delivered to your nearest Services SETA regional office.

Section 2.1: Current Employment Profile

This section relates to the total number of employees per occupational category, gender, population group, disability status and age group.

Section 2.2: Provincial Profile

If a consolidated WSP is submitted on behalf of a number of branches, this section is used to capture the Organisation's number of employees in each Province and the number of branches/offices in each Province.

The Total number of Employees should balance with the Total in the Current Employment Profile of the Organisation (section 2.1)

Section 3.1: Scarce and Critical Skills Identification

As per the definitions provided, identify your organisations Scarce and Critical Skills. Use Addendum A as a guide.

Section 3.2 Training Plan: This section identifies those beneficiaries that will participate in learning interventions (planned training) per occupational category, population group and disability status.

A1 – Permanently Employed

A2 – Non-Permanent Employees/Temps

This table must be completed in order to record the number of beneficiaries the company plans to train during the financial year.

Occupational Categories	Male				Female				TOTAL	People with Disability			
	A	C	I	W	A	C	I	W		A	C	I	W
Legislators, Senior Officials, Managers													

Professionals														
---------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Section 3.2 (B1) Planned Training (Permanently Employed): The number of employed people to be trained per occupational category

Note: The totals in this Table should balance to the totals in 3.2 A1

Section 3.2 (B2) Planned Training – (Non-Permanent Employees/Temps): The number of non permanent/temporary people to be trained per occupational category

Note: The totals in this Table should balance to the totals in 3.2 A2

Occupational Categories	Type of learning programme	Number to be trained at		
		Entry Level	Intermediate Level	Advanced Level
Legislators, Senior Officials, Managers	Refer to table 3.2 Skills Development Priorities for matrix of type of learning programmes			
Professionals				

Section 3.3: Planned ABET Training: The number of people to be trained per ABET Level

Section 4.1 Annual Training Report: Reference to be made to the previous years WSP when completing this section. This section identifies those beneficiaries that have participated in learning interventions per occupational category, population group and disability status.

A1 – Permanently Employed

A2 – Non-Permanent Employees/Temps

Section 4.2 Number of beneficiaries who have completed the training interventions:

Proof of expenditure and addendum C must be attached (If no proof has been attached no payments will be made)

Section 4.2 (B1) Planned Training (Permanently Employed): The number of employed people who participated in training per occupational category

Note: the totals in this table should balance to the totals in 4.1 A1

Section 4.2 (B2) Planned Training – (Non-Permanent Employees/Temps): The number of unemployed, non permanent/temporary people to who participated in training per occupational category

Note: the totals in this table should balance to the totals in 4.1 A2

Section 4.3 Total number of beneficiaries who have completed ABET Programmes:

Number of employees whom have completed ABET Programmes

The information requested in Section 4.1 is referring to ABET Learners.
Learners on ABET 1 – 2 – 3 - 4 = NQF 1.

Section 6.1: Development and consultative process

The process followed in compiling the WSP is furnished.

Section 6.2: Declaration by Employer

This section is signed by the employer to confirm that the organisation is up to date with their Skills Development Levy payments. This section must be signed and hand delivered to your nearest Services SETA regional office.

Section 6.3: Training Plan Confirmation

This section is signed by the SDF, a representative of the workforce (chairperson of the training committee) as well as the CEO/Owner/Director to confirm that the information recorded in the WSP is correct. In the absence of a training committee the Senior Manager may sign. There must be three original signatures on this completed section. This section must be hand delivered to your nearest Services SETA regional office.

Note: The tables that are provided in this document are based on the guidelines from the Department of Labour in Government Gazette No. 29584, 2 February 2007.

OFO Version 9 is available for reference for the occupational codes on www.servicseta.org.za as it is too large to be incorporated into this template.

SECTION B. SERVICES SETA CONTACT DETAILS:

It is important to note that the SETA will not be able to approve any Grant payments to organisations without the original signed hard copies of sections 1.4,6.2, 6.3 & 6.4

Please return the completed Workplace Skills Plan and Annual Training Report to your regional office:

Services SETA Head Office:		
Ristone Office Park 20 Eton Road Parktown Tel: 011 276 9600 Fax: 011 276 9623 Call Center: 0861 10 11 48		
Kwazulu Natal Office:	Cape Town Office:	Port Elizabeth Office:
73 Ramsay Avenue Musgrave Tel: 031 207 1761/2 Fax: 031 207 1766 Call Center: 0861 10 11 48	11 th Floor Picbel Parkade 58 Strand Street Tel: 021 425 0417 Fax: 021 425 1575 Call Center: 0861 10 11 48	1 st Floor Kalinga Linga House 3 Edward Street Tel: 041 582 2033 Fax: 041 582 1678 Call Center: 0861 10 11 48
East London Office:	Bloemfontein Office	Mpumalanga Office
15 St.Matthews Road Southernwood Tel: 043 743 5410 Fax: 043 722 0587 Call Center: 0861 10 11 48	135-141 President Reitz Avenue Hydro Park Westdene Tel: 051 430 6223 Fax: 051 430 8771 Call Center: 0861 10 11 48	37 Brown Street Midcity Building 4 th Floor Tel: 013 752 2207 Fax: 013 752 6434 Call Center: 0861 10 11 48
Limpopo – Polokwane	Northern Cape - Kimberley	
5 Neethling Street Hampton Court Bendor Avenue Tel: 015 296 4858 Fax: 015 296 4729 Call Center: 0861 10 11 48	33 Long Street Albertynshof Kimberley Tel: 053 833 7447 Fax: 053 833 7452 Call Center: 0861 10 11 48	

ISO 9001:2008 QUALITY MANAGEMENT SYSTEM

Services SETA Document Numbering System

ISO DOC Nr.
SSP-F 003

DOC REVISION STATUS
6th Issue

NEXT REVIEW DATE
01 Mar '11

SECTION C. CHECKLIST FOR SDF AND SSETA:

Please note that the WSP / ATR should comply with the requirements below to qualify for approval and the subsequent payment of the company.

Section	Description	SDF Check √	Seta Check √
SDF Details	Name, ID.No. And Contact details must be completed.		
Company Details	All details to be completed.		
Banking Details	A cancelled cheque has been submitted		
Provincial Profile	If a consolidated WSP is submitted on behalf of a number of branches, the number of branches per province must be indicated.		
Training Committee	For companies with more than 50 employees. Refer to the Skills Development Act of 1998.		
Current Employment Profile	Total Staff complement of the organisation as at 1 April 2009		
Business Priorities	Identify sector or company-specific priorities.		
Scarce & Critical Skills	List is attached if Section 3.1 is not completed		
Skills Development Priorities	Education and training priorities are listed and numbered and are indicated according to NQF levels.		
Training Plan and Annual Training Report	Beneficiaries of planned training are identified and recorded according to occupational category and level		
Number if beneficiaries who have completed training interventions	Proof of expenditure has been attached		
Planned ABET Training / Completed ABET programmes	ABET - Please furnish us with details (If not applicable, please indicate)		
Development and Consultative Process	Consultation steps followed to complete Grant application		
Declaration by Employer	Confirm that levy payments are up to date		
Authorisation/Signatures	All three signatures must be present		
Addendum C	Is Addendum C complete with all costs of training		
Other POE	Has the company submitted additional training costs, attendance registers or payment breakdowns		

SDF declaration:

SDF Name: _____

SDF Signature: _____

Date: _____

Regional Office Staff Member / Manager Name: _____

Regional Office Staff Member / Manager Signature: _____

Date: _____

SECTION 1: ADMINISTRATIVE DETAILS

DETAILS OF THE PERSON WHO COMPLETED THE FORM

1.1 Skills Development Facilitators Details (Compulsory)

1. First Name		Last Name	
2. Your Identity Number			
3. Have you been trained in the use of the SSETA sector specific Career Guide?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
4. Are you Internal or external?	<input type="checkbox"/> Internal <input type="checkbox"/> External		
5. Have you been on any of the SSETA SDF Training?	<input type="checkbox"/> Yes <input type="checkbox"/> No IF YES, STATE WHICH YEAR:		
6. Name of your Organisation / Trading as (if applicable)			
7. Physical Address			
8. Postal Address			
9. Telephone Number		Fax Number	
10. Your cell number		11. Email	

1.2 Company Details (Compulsory)

The information provided in this document will be treated in the strictest of confidence.

WSP	01 April 2010 to 31 March 2011										
ATR	01 April 2009 to 31 March 2010										
Organisation Name											
In which industry is your Organisation involved? <small>(Please refer to attached Standard Industry Classification (SIC) – Refer to Addendum A)</small>											
SIC CODE											
For the main business activity											
What does your Organisation do?											
SARS Skills Development Levy (“SDL”) Registration No.					L						
Physical Address (incl Province)					Postal Address						
					E-mail address						
Organisation Tel Number					Organisation Fax Number						
Total no. of Employees for whom SDL Levies are Paid as at 1 April 2009					Total Annual Payroll for the End of your Last Financial Year			Permanent			
								Temp			

Total number of staff		Amount spent on training period 1 April 2009 to 31 March 2010	
Perm		Perm	
Temp		Temp	
CEO's Details / PA Details		Name: Cell Nr:	

1.3 COMPANY CONTACT PERSON (OTHER THAN SDF) Compulsory
(Strictly a person who was involved in completing this document)

Title _____ Surname _____

First Name _____ Initials _____

Designation _____

Telephone Number (work) _____

Cell Number _____

Fax Number (work) _____

E-mail Address _____

1.4 BANKING DETAILS OF ENTITY (Compulsory)

Name of bank	
Account number	
Name of account holder	
**Type of account	
Branch name	
Branch code	

**** A cancelled cheque MUST be attached to verify bank details
Payment instructions.**

To Whom It May Concern:

The Organisation hereby requests and authorises Services SETA to pay any amounts, which may accrue to the credit of the Organisation's account with the mentioned bank. The funds due will be transferred into the banking details provided for in Section 1.4.

Should proof of banking details not be provided, no payment will not be made to the company.

Any change in banking details must be formally communicated to the Services SETA.

Compiled by _____ Signature _____ CEO/MD _____ Signature _____ Date _____

Authorised by _____ Signature _____ Financial Manager _____ Signature _____ Date _____

SECTION 2: EMPLOYMENT SUMMARY

2.1 CURRENT EMPLOYMENT PROFILE (as at 1 APRIL 2010)

Total number of employees per occupational category, gender, population group, disability status and age group as per Department of Labour requirements

Occupational Code (SOC)	Occupations Category	Male				Female				TOTAL	People with Disabilities				Age Groups		
		A	C	I	W	A	C	I	W		A	C	I	W	<35	35-55	>55
	Legislators, Senior Officials, Managers / Owner Managers																
	Professionals																
	Technicians & Associated Professionals																
	Clerks																
	Skilled Agricultural & Fishery Workers																
	Service and Sales Workers																
	Craft and related trades workers																
	Plant / Machine Operators & Assemblers																
	Elementary Occupations																
	Non-permanent Employees / Temporary Workers																
	Apprentices and Learnerships																
	Total																

A- African
C- Coloured
I- Indian
W- White

Disability definition: The Employment Equity Act of 1998 defines people with disabilities as 'people who have a long term or recurring physical or mental impairment that substantially limits their prospects of entry into or advancement in employment'. Physical impairments include hearing and visual impairments, paralysis, amputations and problems with internal organs. Mental impairment includes clinically defined mental and emotional illnesses and learning disabilities.

2.2 PROVINCIAL PROFILE as at 1 APRIL 2009

<i>National Province</i>	<i>Total Number of permanent and Non Permanent Staff</i>	<i>*Number of Branches/Offices</i>	<i>*Name of Branch</i>	<i>*SDL Number of Branch</i>	<i>*Contact number of Branch</i>
Eastern Cape					
Free State					
Gauteng					
KwaZulu-Natal					
Mpumalanga					
Northern Cape					
Limpopo					
North West Province					
Western Cape					
TOTAL					

(If more than one branch in a region attach a list indicating the branch name, SDL number, Province and contact details)

Note: All employers to complete. If operation is in one province only, it should be reflected in the above table.

2.3 Training Committee (Skills Development Committee)

Title	Surname	First Name	Initials	Constituency (Management OR Employees)

SECTION 3: WORKPLACE SKILLS PLAN

3.1 SCARCE AND CRITICAL SKILLS IDENTIFICATION

Please identify your organisation's Scarce Skills (occupation) and Critical Skills (Gaps) if different from Addendum B or tick those skills that are applicable to your organisation as per Addendum B.

Scarce Skills (List Occupations)	NQF Level	Number of People
Critical Skills	NQF Level	Number of People

Please see the definitions below and attach a list of the identified Scarce and Critical skills in the organisation:

Scarce skills refer to occupations in which there is a scarcity of qualified and experienced people – current or anticipated. Identified in respect of:

- Geographical location (Relative)
- Equity (Relative)
- A new or emerging occupation for which there are no programmes / qualifications (as yet) (Absolute)
- Firms, sectors and/or country experiencing economic blockage (can't grow) / lower productivity growth (Absolute)
- Replacement demand and supply indicators (Absolute and/or Relative)

Critical skills: In keeping with international trends is reserved for internal skills gaps.

- Key or generic skills / critical cross-field outcomes
- Technical (top-up) skill linked to occupational classification system.
- Firms or sectors experiencing productivity, service delivery, and quality (wastage) problems linked / related to skills deficits.

3.2. (A1) SKILLS DEVELOPMENT PRIORITIES 1 APRIL 2010 to 31 MARCH 2011

Type of Learning Programme	Delivery Mode	Planned education/training interventions at NQF Levels													
		General Up to and incl. Level 1	Further			Higher				Unknown	SAQA Registered?				
			2	3	4	5	6	7	8		Yes/No	If yes, provide SAQA ID number			
1. Institution-based theoretical instruction alone – formally assessed by the institution	Institutional instruction ➤ Face-to-face instruction ➤ Distance learning ➤ eLearning														
2. Institution-based theoretical instruction and some practical learning with an employer or in a simulated work environment – formally assessed through the institution	Mixed mode delivery with some face-to-face instruction (or distance or eLearning) and supervised learning in an appropriate workplace or simulated work environment														
3. Recognised or registered structured experiential learning in the workplace that is required after the achievement of a qualification – formally assessed by a statutory occupational or professional body	Structured learning in the workplace with mentoring or coaching ➤ Internship ➤ Articles ➤ Work Placement														
4. Occupationally-directed instructional and work-based learning programme that requires a formal contract – formally assessed by an accredited body	Institutional instruction plus structured, supervised experiential learning in the workplace ➤ Learnership ➤ Apprenticeship														
5. Occupationally-directed instructional and work-based learning programme that does not require a formal contract – formally assessed by an accredited body	Structured, supervised experiential learning in the workplace which may include some institutional instruction ➤ Skills programme														
6. Occupationally-directed instructional programmes – not usually formally assessed	Structured information sharing or direct instruction ➤ Workshops ➤ Seminars and conferences Short courses														
7. Work-based only – not usually formally trained or assessed	Informal training on the job or other life experience														

3.2 (A2) TRAINING PLAN (1 APRIL 2010 – 31 MARCH 2011) – Permanently Employed

This table identifies those beneficiaries that will participate in learning interventions per occupational category, population group and disability status

Occupational Code (SOC)	Occupations Category	Male				Female				TOTAL	People with Disability				Age Groups			
		A	C	I	W	A	C	I	W		A	C	I	W	<35	35-55	>55	
	Legislators, Senior Officials, Managers / Owner Managers																	
	Professionals																	
	Technicians & Associated Professionals																	
	Clerks																	
	Skilled Agricultural & Fishery Workers																	
	Service and Sales Workers																	
	Craft and related trades workers																	
	Plant / Machine Operators & Assemblers																	
	Elementary Occupations																	
	TOTAL																	

3.2 (A3) TRAINING PLAN (1 APRIL 2010 – 31 MARCH 2011) – Non-Permanent Employees/Temps

This table identifies those beneficiaries that will participate in learning interventions per occupational category, population group and disability status

Occupational Code (SOC)	Occupations Category	Male				Female				TOTAL	People with Disability				Age Groups			
		A	C	I	W	A	C	I	W		A	C	I	W	<35	35-55	>55	
	Legislators, Senior Officials, Managers / Owner Managers																	
	Professionals																	
	Technicians & Associated Professionals																	
	Clerks																	
	Skilled Agricultural & Fishery Workers																	
	Service and Sales Workers																	
	Craft and related trades workers																	
	Plant / Machine Operators & Assemblers																	
	Elementary Occupations																	
	Apprentices and Learnerships																	
	TOTAL																	

3.2 (B1) PLANNED TRAINING – Permanently Employed

Occupational Code (SOC)	Occupations Category	Type of learning programme	Number to be trained at		
			Entry Level	Intermediate Level	Advanced Level
	Legislators, Senior Officials, Managers / Owner Managers				
	Professionals				
	Technicians & Associated Professionals				
	Clerks				
	Skilled Agricultural & Fishery Workers				
	Service and Sales Workers				
	Craft and related trades workers				
	Plant / Machine Operators & Assemblers				
	Elementary Occupations				
	TOTAL				

3.2 (B2) PLANNED TRAINING – Non-Permanent Employees/Temps

Occupational Code (SOC)	Occupations Category	Type of learning programme	Number to be trained at		
			Entry Level	Intermediate Level	Advanced Level
	Legislators, Senior Officials, Managers / Owner Managers				
	Professionals				
	Technicians & Associated Professionals				
	Clerks				
	Skilled Agricultural & Fishery Workers				
	Service and Sales Workers				
	Craft and related trades workers				
	Plant / Machine Operators & Assemblers				
	Elementary Occupations				
	Apprentices and Learnerships				
	TOTAL				

3.3 Planned ABET training of total staff (permanent and non permanent / temporary)

ABET Level	Male				Female				Total	People with Disability			
	A	C	I	W	A	C	I	W		A	C	I	W
ABET Level 1													
ABET Level 2													
ABET Level 3													
ABET Level 4													

SECTION 4: ANNUAL TRAINING REPORT (ATR)

(REPORT OF TRAINING INTERVENTIONS)

4.1 (A1) ANNUAL TRAINING REPORT (1 APRIL 2009 – 31 MARCH 2010) – Permanently Employed

Please refer to the Workplace Skills Plan for the financial year 1 April 2008 – 31 March 2009 when completing this form.

This table identifies those beneficiaries that have participate in learning interventions per occupational category, population group and disability status

Occupational Code	Occupations Category	Male				Female				TOTAL	People with Disability					
		A	C	I	W	A	C	I	W		A	C	I	W		
	Legislators, Senior Officials, Managers / Owner Managers															
	Professionals															
	Technicians & Associated Professionals															
	Clerks															
	Skilled Agricultural & Fishery Workers															
	Service and Sales Workers															
	Craft and related trades workers															
	Plant / Machine Operators & Assemblers															
	Elementary Occupations															
	TOTAL															

***Attach proof of expenditure and complete Addendum C**

4.1 (A2) ANNUAL TRAINING REPORT (1 APRIL 2009 – 31 MARCH 2010) – Non-Permanent Employees/Temps

Please refer to the Workplace Skills Plan for the financial year 1 April 2008 – 31 March 2009 when completing this form.

This table identifies those beneficiaries that have participate in learning interventions per occupational category, population group and disability status

Occupational Code (SOC)	Occupations Category	Male				Female				TOTAL	People with Disability					
		A	C	I	W	A	C	I	W		A	C	I	W		
	Legislators, Senior Officials, Managers / Owner Managers															
	Professionals															
	Technicians & Associated Professionals															
	Clerks															
	Skilled Agricultural & Fishery Workers															
	Service and Sales Workers															
	Craft and related trades workers															
	Plant / Machine Operators & Assemblers															
	Elementary Occupations															
	Apprentices and Learnerships															
	TOTAL															

***Attach proof of expenditure and complete Addendum C**

4.2 (A1) Number of beneficiaries who completed the training interventions (1 APRIL 2009 – 31 MARCH 2010) – Permanently Employed

Occupational Code (SOC)	Occupations Category	Type of learning programme	Number trained at		
			Entry Level	Intermediate Level	Advanced Level
	Legislators, Senior Officials, Managers / Owner Managers				
	Professionals				
	Technicians & Associated Professionals				
	Clerks				
	Skilled Agricultural & Fishery Workers				
	Service and Sales Workers				
	Craft and related trades workers				
	Plant / Machine Operators & Assemblers				
	Elementary Occupations				
	TOTAL				

***Attach proof of expenditure and complete Addendum C**

4.2 (A2) Number of beneficiaries who completed the training interventions (1 APRIL 2009 – 31 MARCH 2010) – Non Permanent / Temporary

Occupational Code (SOC)	Occupations Category	Type of learning programme	Number trained at		
			Entry Level	Intermediate Level	Advanced Level
	Legislators, Senior Officials, Managers / Owner Managers				
	Professionals				
	Technicians & Associated Professionals				
	Clerks				
	Skilled Agricultural & Fishery Workers				
	Service and Sales Workers				
	Craft and related trades workers				
	Plant / Machine Operators & Assemblers				
	Elementary Occupations				
	Apprentices and Learnerships				
	TOTAL				

***Attach proof of expenditure and complete Addendum C**

4.3 Number of beneficiaries who completed ABET programmes

ABET Level	Male				Female				Total	People with Disability			
	A	C	I	W	A	C	I	W		A	C	I	W
ABET Level 1													
ABET Level 2													
ABET Level 3													
ABET Level 4													

***Attach proof of expenditure and complete Addendum C**

SECTION 5: GENERAL COMMENTS

5.1 Insert any clarification or comment that you wish to make on any aspect of the Workplace Skills Plan or Annual Training Report (Provide the number of the item that your comment refers to.).

SECTION 6: AUTHORISATION AND STAKEHOLDER SUPPORT (WSP and ATR)

Section 6 of the template, with the original signatures, must be submitted to the nearest Services SETA regional office **by hand**, by 11 June 2010. Please note that if section 1:4 and section 6 have not been signed, and hand delivered to the Services SETA no payments will be made to the company.

6.1 DEVELOPMENT AND CONSULTATIVE PROCESS

1. What process was used to develop the WSP (Please tick)?

1.	Training/Skills Development Committee	
2.	Employees were consulted	
3.	Other e.g. Performance appraisal system	

Should you wish to expand on your choice above, please do so in the space below:

2. Will the WSP assist the organisation in achieving its Employment Equity Plan goals?

Yes	
No	

Should you wish to expand on your choice above, please do so in the space below:

6.2. DECLARATION BY EMPLOYER

This is to confirm that this organisation is up-to-date with levy payments to the Commissioner of the South African Revenue Services.

SARS
SDL
Number

--	--	--	--	--	--	--	--	--

Name _____

Signature _____

Position in organisation _____ Date _____

**6.3 TRAINING PLAN CONFIRMATION FORM 1 APRIL 2009 – 31 MARCH 2010
AND ANNUAL TRAINING REPORT 2008-2009**

SARS:
SDL
Number:

L									
----------	--	--	--	--	--	--	--	--	--

6.4 DECLARATION

We, the undersigned, submit this information in fulfilment of this entity's legal obligation in terms of the skills development legislation and regulations. We declare that, to the best of our knowledge, the information contained in this WSP/ATR is accurate and up to date. We recognise that any inaccurate statement in this document may constitute fraud and be subject to the full penalty of the law.

SIGNATORIES

Designated signatory	Name and Surname	Telephone number	Original signature	Date
SDF (or the person who completed the WSP)				
Designated employee representative				

AUTHORISATION

CEO/MD				
--------	--	--	--	--

It is important to note that the Services SETA will not be able to approve any grant payments to organisations without the proof of expenditure attached and the original three signatures above.

ADDENDUM A – SIC Code List

Sic Code	Industry Name
9001	Marketing Services
9002	Marketing Communications (Incl Public Relations)
9008	Direct Marketing
75110	National Postal Services
75121	Mail Handling and Courier Services
84202	Property Real Estate valuers & auctioneers
88000	Other Business Activities (Sec & Admin)
88130	Market Research
88141	General Consulting
88900	Business Service NEC
95991	Bargaining Council & Dispute Resolution
95992	Associations, Federations and Umbrella bodies including professional bodies
99002	General Cleaning
99014	Quality Management and Related Services
99023	Men & ladies hairdressing
99024	Beauty treatment (incl nail, skin and health)
99030	Funeral & related activities
99039	Project Management
99052	Miscellaneous Item Hire
99052	Truck and Plant Hire
99055	Contact Centre
99056	Event & Conference Management
99090	Other service activities (incl Commercial services)
88910	Labour Recruitment

ADDENDUM B1: Critical Skills – Technical & Generic

Critical Skills	NQF Level?	Number of People?	Critical Skills	NQF Level?	Number of People?
Technical			Generic		
Research Design			Management		
Statistical analysis			Negotiation		
Report Writing			Computer Literacy		
Interviewing Skills			Performance Management		
Data Processing			Project Management		
Data Capturing			Customer relations		
Nail Technology			Presentations		
Payroll Management Systems			Telephone Skills		
Dry Cleaning & Laundry			Selling Skills		
Rope Access Cleaning			Mathematic Skills		
Health & Safety			Communication Skills		
Conflict Resolution			critical thinking / problem solving		
Accent Neutralisation			Communication and language		
Asset Management			Numeracy		
PR & Marketing			Literacy		
Embalming			Computer Literacy		
Operating Plant Equipment			Business etiquette		
Preventative Maintenance			Customer service		
Specialised Property Skills			Diversity interaction		
Civil Engineering			General life skills (finance, banking, writing) personal finance		
Property Marketing			Work ethic		
Property Investment Analyst			Oganisational ethos and culture of learning and service provision		
			Team Work		
			Quality systems and procedures		
			Health & Safety		
			Technology		
			Personal Presentation		
			Induction to service		
			Analytical & Interpretive		
			Report Writing		
			Corporate Governance		
			Negotiation Skills		
			Diplomacy		
			Relationship building		
			People Management		
			ABET		
			Service Delivery		
			Marketing strategies		
			Vision, strategy, innovation		
			Administration and Finance		
			Project Management Basics		
			Information Management		

The above list is not exhaustive and exclusive. It has been informed by 23 stakeholder PESTEL (strategic planning) exercises in 2006

Note: Please indicate those critical skills that are relevant to your industry. Also include other critical skills that may have been omitted

ADDENDUM B2 – Scarce Occupations

Occupational level	Occupations Category	Scarce Occupations	Number of people?
1	Senior officials	Business Owner, Owner Manager, CEO, Director	
		Managing directors	
2	Professionals	Senior Manager	
		General Manager	
		Account Director	
		Account Manager	
		Research Executives	
		Health and Skincare Professionals	
		Skin Specialists - Dermatologist	
		Senior Consultants	
		Business Strategists	
		Divisional Managers	
		IT directors & chief information officers	
		Art Directors	
		Creative Directors	
		Exhibition Director	
		Funeral Directors	
		Property portfolio directors	
		Chartered Accountants	
		Commercial Property Specialist	
		Property Development Professional	
		3	Technicians and associated professionals
Branch Managers			
Financial Managers			
Statisticians			
Analyst			
IT Professionals			
Property Portfolio Managers			
Contact Center Manager			
Field Managers			
Production Engineers			
IT Technicians			
Business Analyst			
Data Analyst			
Programmer			
Senior Therapist			
Nail Technicians			
Beauty Therapist			
Aromatherapist			
Make up artist			
Office Manager			
Consultants			

		Graphic Designers	
		Media Specialist	
		Executive Secretary	
		Legal Advisors	
		Customer Care Consultants	
		Regional Managers	
		Senior Administrators	
		Human Resource Managers	
		Middle Managers	
		Resource Planners	
		Quality Control	
		Public Relation Officers	
		Direct Media Planners	
		Audio Visual Technician	
		Estimator	
		Embalmers	
		Restorers	
		Operational Managers	
		Technical Managers	
		Diesel Mechanics	
		Project Managers	
		Fitters	
		Accountants	
		Bookkeepers	
		Electricians	
		Plumbers	
		Architects	
		Valuers	
		Civil Engineers	
		Property transfer	
		Inspectors	
		Conveyancers	
		Civil Engineering Technician	
		Property Brokers	
		Property Maintenance Manager	
3	Technicians and associated professionals	Portfolio Manager	
		Mail Processors	
		Customer Consultants	
		Admin/sec Clerks	
		Supervisors	
		Team Leaders	
		Data Processors	
		Receptionist	
4	Clerical and/or administrative workers	Secretaries	

		Payroll clerks	
		General Office workers	
		Health and Safety Officers	
		Guest Relation	
		Hire Controllers	
		Credit Controllers	
5	Service and sales workers	Field Assistant	
		Field Co-Ordinator	
		Interviewer	
		Back Checker	
		Editor/coder	
		Sales Consultant	
		Funeral arranger	
		Estate Agents	
6	Skilled workers	Tellers	
		Tele operators	
		Tele Marketers	
		Junior Crafts	
		Tombstone worker	
		Mechanics	
		Code 14 Drivers	
8	Plant and machine operators	TLB Operators	
		Final Level grader	
		Drivers	
		Forklift Drivers	
		Plant operators	
9	Labourers and elementary occupations	Cleaners	
		Security	

The above list is not exhaustive and exclusive. It has been informed by 23 stakeholder PESTEL (strategic planning) exercises.

Note: Kindly indicate those scarce occupations that are relevant to your industry. Also include those scarce occupations that may have been omitted

ADDENDUM C: **Summary of the Proof of Expenditure**

TRAINING PROVISION FOR THE PERIOD 1 April 2009 TO 31 March 2010

Company: _____

SDL No: _____

Tel No: _____

Name of Provider	Duration of training	No. of staff that received training	Training Course	Invoice No.	Date	Cost of training

The following signature/s are important in order to claim.

Name:	Capacity:	Date:
Signature:	Financial Manager / Accountant	

Important: Please note that if the Proof of Expenditure cannot be accommodated in this page, the SDF needs to submit a copy of all proof of expenditure in an electronic format or printed and attached to this document. The original invoices and attendances registers should be made available for auditing purposes. Kindly attach the receipts of training expenditure or if the training was done in-house a cost breakdown of expenses can be attached.